

Records Center

Chief, Salary and Wage Division/OP
: Executive Assistant, DDS

18 December 1962

CIA Records Administration Officer, DDS

Changes in Records Center Organization

1. A study has been made of the Records Center organizational structure. This study shows that although many changes have occurred affecting the functions and organization of the Center, no formal changes have been made.

2. In order to bring the formal organization of the Center in line with the responsibilities and functions as they are actually being performed, the following changes are requested:

<u>From</u>	<u>To</u>
Records Center Branch	CIA Archives and Records Center
Office of the Chief	Office of the Chief
Accessioning Section	Accessioning Branch
Records Service Section	Reference Branch
Disposal Section	Disposition Branch
Vital Materials Section	Eliminated



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RAO/DDS,  (17 Dec 1962)

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